

# Negative Action Checklist

## Are You:

### Denying an application for failure to return verifications?

- Is the case eligible for expedited benefits?
- Have you checked the record to make sure the verifications have not come in?
- Have you waited 30 days from the date of application? (31days)

### Denying an application for failure to have an interview?

- Have you waited 30 days from the date of application? (31days)

### Denying/terminating benefits due to income?

- Did you enter the correct income?
- Is the pay frequency correct?
- Did you use the correct gross income and not YTD?
- Should you review to net only and not gross (c/e households)?
- Should Transitional benefits be issued?

### Denying benefits due to ABAWD rules?

- Did you check the three (3) free months to make sure they are correct?
- Was there a medical slip for that period of time?
- Did the client meet any other exemptions during that time period?

## And:

### Does the case record support taking the negative action?

- Is there a form on file asking for the specific information?
- Is what you are asking for mandatory?
- Did you ask for the correct information?

### **Case Comments:**

Case comments need to be specific. The comments must be detailed and specific enough so they are not subject to interpretation.